

**MINUTES OF THE  
AD-HOC COMMITTEE ON DEVELOPMENT SERVICES**

**SAN JOSE, CALIFORNIA**

**THURSDAY, MARCH 23, 2017**

The Ad-Hoc Committee on Development Services convened in Regular Session at 9:04 a.m. in City Hall Committee Rooms W118-120.

**PRESENT:** Mayor Sam Liccardo; Councilmember Johnny Khamis, Councilmember Raul Peralez, Councilmember Sylvia Arenas and Councilmember Dev Davis.

**ABSENT:** All Present.

**STAFF:** Assistant City Manager David Sykes; Director Planning, Building and Code Enforcement Harry Freitas; Director Public Works Barry Ng; Mayor's Office Ru Weerakoon; Assistant Director, Planning, Building and Code Enforcement, Rosalynn Hughey; Division Manager, Public Works, Ryan Do; Deputy Director Public Works Mike Liw; Planning Department Division Manager, Sylvia Do and Deputy City Clerk Kate Handford.

Documents Filed: (1) Staff presentation dated March 23, 2017. (2) Development Services Major Projects List as of March 22, 2017.

**A. Key Process Improvements.**

Director of Planning, Building and Code Enforcement Harry Freitas presented introductory remarks and provided the staff presentation on Development Services Process Improvements for near term.

City Manager's Office Service Innovation Lead for Civic Innovation, Michelle Tong, offered a presentation on the roadmap for Future Process Improvements. She agreed to report back on the first phase at the Smart Cities and Service Improvements Committee on June 2, 2017 and report back to the Ad-Hoc Committee in June 22, 2017, focusing on service outcomes.

Mayor Sam Liccardo offered his appreciation for the update and thanked the Ad-Hoc Committee team and Michelle Tong for their citywide efforts on service improvements.

**B. Key Process Improvements (Cont'd.)**

Planning, Building and Code Enforcement Director, Harry Freitas and Planning Department Division Manager, Sylvia Do, presented an update on the Development Services Dashboard, and Michael Liw, Deputy Director Public Works, concluded the presentation.

**C. Update on Development Services Staffing.**

Director of Planning, Building and Code Enforcement Harry Freitas offered the Update on Development Services Staffing.

**D. Status Report on Major Development Projects.**

Director of Planning, Building and Code Enforcement Harry Freitas presented the status Report on the Major Development Projects.

**E. Customer/Public Feedback.**

Councilmember Johnny Khamis opened the floor for public testimony.

Public Comments: Offering comments, recommendations, and encouragement for the meeting results, were Erik Schoennauer, Elissa Ouyang, California Water Service Company; Mackenzie Mossing, Santa Clara Valley Audubon Society; Gerry De Young; Dennis Randall, Insight Realty; Mike Kim and Teresa Alvarado, SPUR.

Committee discussion ensued, and staff responded to questions.

**F. Next Meeting.**

April 27, 2017, 9:00 a.m. – 10:30 a.m., City Hall Committee Rooms W118-120.

**ADJOURNMENT**

Councilmember Johnny Khamis adjourned the meeting at 10:36 a.m.

**DRAFT**

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Councilmember Johnny Khamis  
Chair